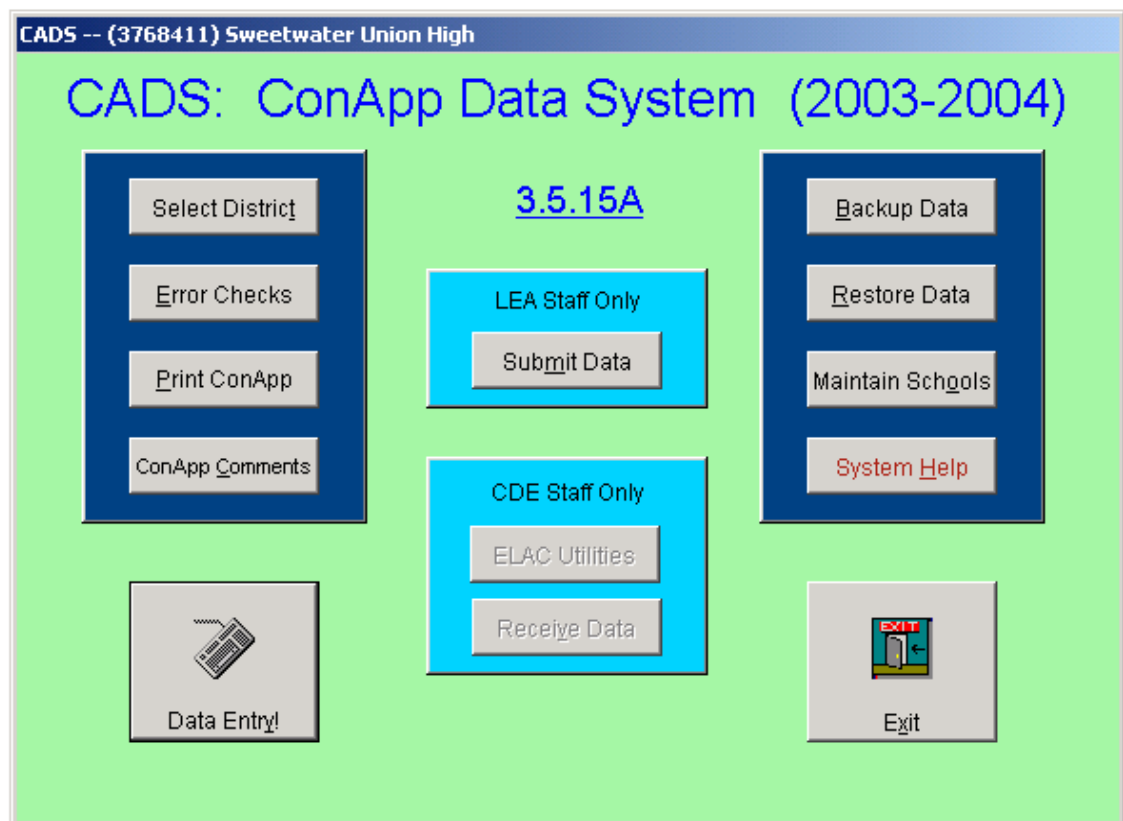


User's Guide

2003-2004 ConApp Data System (CADS)

May 15, 2003



School and District Accountability Division

California Department of Education

Introduction

The ConApp Data System (CADS) is designed to make it easier for you to complete the Consolidated Application (ConApp). With CADS, you can enter all ConApp data, run error checks, print the ConApp and submit your data electronically. CDE is no longer accepting paper copies of the ConApp so you *will* need to use CADS.

This document tells you how to install and run CADS. The document is not meant to be detailed operating instructions for CADS; for that information, see the CADS help system.

CADS and the ConApp

You may sometimes be confused about the difference between CADS and the ConApp. The *ConApp* is the document you complete to apply for funds for categorical aid programs. As per usual, the ConApp will be released in two parts (I and II). *CADS* is a computer program. There will be at least two releases of it (and possibly many more), one in Spring and one in Fall.

Equipment Requirements

CADS runs under Windows 95, 98 or 2000. It was created on a 1.8 GHz Pentium 4 computer. It will probably operate on any computer that runs any of these versions of Windows. The speed at which the system runs will obviously be related to the speed of your computer.



Please note that CADS is not available for Macintosh computers.

Installing CADS

CADS has been bundled into an installation program that can be found on the School and District Accountability Division's (SDAD) ConApp web site at <http://www.cde.ca.gov/ccpdiv/>. The installation program is called CADS0304-IN.EXE. Although there is more than one way to do the installation, this is what we suggest:

1. If you have a previous version of CADS on your computer, run it and backup your data.
2. Find the link to the installation program at the website listed above.
3. Download it. The installation program is large (over seven megabytes) so downloading it may take awhile depending on the speed at which you are connected to the Internet.
4. Save it to your desktop.
5. Exit the Internet.
6. Run the installation program by double clicking on its shortcut. Remember that this is called CADS0304-IN.EXE. The icon is bluish and looks similar to a sailboat.

7. If you have a previous version of CADs, the installation program will ask you if you want to delete it. Click on yes. This will wipe out CADs including your data. ***Then run the installation program again.***
8. Follow the directions, Clicking on “Yes” and “Agree” and “Next” and “Finish” where appropriate. Although you can theoretically install CADs to anywhere, we strongly urge you to use the default locations. We have not tested CADs installed anywhere but the default location, so by installing the system to the desktop we will be able to more efficiently provide you with technical support.



Please note that the name of the installation program and its location are subject to change; if you cannot find CADs, contact Brad Horton (see end of User’s Guide).



Once you have successfully installed CADs, you may delete the installation program. Please note that you do NOT run the actual CADs program via the installation program’s shortcut. See the next section for instructions about how to run CADs.

Running CADs

From experience, we know that running CADs is one thing that confuses some people. Once you have installed it, you run CADs by double clicking on the shortcut on your desktop labeled CADs0304. This shortcut has a picture of a Raggedy Ann and Andy. If you see a CADs shortcut with a ladybug, it means that you either haven’t run the installation program or else the installation didn’t complete properly. Running CADs through the shortcut with the ladybug will not give you access to the 03-04 ConApp.

The first time you run any newly installed version of CADs, you will have to select the district you want to work with. You will then be required to enter your password. If you don’t have the password, contact Brad Horton.

Please note that when you run the CADs installation program, previously existing data is automatically erased. If you have more recent data than the data CADs provides, you can do a restore from the backup you made. If you didn’t do a backup, you will have to re-enter your data.

There is a Help button available on almost every screen. To find out more about how to use CADs, click on those buttons, especially the one on the main screen. There is also an Instructions button on most screens that gives you help that is specific to programs in the ConApp as opposed to CADs itself.

Versions of CADS

There are two major releases of CADS.

| Release | Works With ConApp | Icon on Shortcut |
|----------------|--------------------------|-------------------------|
| Spring 2003 | Part I | Raggedy Ann and Andy |
| Fall 2003 | Both Part I and Part II | TBA |

Within each release we have several versions that are usually released to fix bugs or add features. You can determine the version of CADS by looking beneath the main heading on the main screen. This will be right above the “Backup Data” button. The version looks something like “3.5.15A” and deciphers to the day the version was created. In this case it was created on 3=2003, 5=May, 15=15th and A=first version of the day—May 15, 2003, in other words.

Should you download a new version? I would periodically download CADS to remain relatively current. I would not, however, download each incremental change unless you are having a specific problem with CADS that is addressed by the update. To find out if such is the case, call Linda Parker, tell her the problem you are having and she’ll tell you if you should download the current version.

Error Checks

One of the significant features of CADS is the ability to run error checks that can identify problems with your data. You can run the error checks for an individual ConApp page from the data entry screen for that page. You may also run the error checks from the main CADS screen. From that location you may choose to run the checks for Part I or Part II. Because Part II of the ConApp is related to Part I, selecting Part II runs all of the checks. As you are about to see, the error checks also run when you submit your ConApp.

If errors are found, you will have to correct them before you can submit your data. It’s important to note that your data aren’t necessarily all correct if the error check comes back clean; it only means that you passed the identified and programmed checks.

Electronic Submission of ConApp Data

Click on the “Submit Data” button on the main CADS screen. You can submit Part I or Part II data. As with the error checks, selecting Part II actually submits your entire ConApp. The error checks will run prior to submission and they must come back clean before you can submit. CADS will merge your data, log onto the Internet and drop the data off.

We have found that a few LEAs have difficulty submitting their data electronically. If this should happen to you, please contact Linda Parker (see below).

Please Help Me!

For maximum efficiency and to minimize problems, try to follow instructions on the screens. If you have problems running CADS, however, write down as many details as you can and contact Linda Parker. You can also exit CADS and then run it again. If that doesn't work, try turning off your computer (hopefully through Start, Shut Down) and then restarting it.

And if you do need help, you may contact these people. ***Note that the phone numbers have changed.***

| | | |
|---------------------------------------|--------------|----------------|
| ConApp data and program help: | Anne Daniels | (916) 319-0295 |
| CADS installation and operation help: | Linda Parker | (916) 319-0297 |
| Password and CADS location help: | Brad Horton | (916) 319-0782 |



Be sure to save often while doing data entry and to backup your data when you leave the system!

